

ITC LIMITED INDIA TOBACCO DIVISION

JOB PROFILE : Assistant Manager - Finance

FUNCTION : Finance

LOCATION : Anywhere in India

LEVEL/GRADE: 6 / TG1 / 2 / 3

1. JOB TITLE

Assistant Manager - Finance

2. REPORTS TO

The Sr. Finance Manager / Senior Commercial Manager depending upon the location.

3. EDUCATION & EXPERIENCE

- ICWA/ CMA

4. INDICATIVE JOB RESPONSIBILITY

- Maintenance of accounting / statutory records (Taxation, EPFS, ESI, etc.)
- Book keeping and related matters.
- Costing of Raw Materials.
- To maintain inventory of Fixed Assets & Depreciation.
- Cash Control – Banks.
- Excise / Customs / GST.
- Timely and correct feedback upwards and downwards and to Head Office.

5. TECHNICAL/ FUNCTIONAL & BEHAVIOURAL COMPETENCIES

- Functional Excellence – Knowledge of Accounting Standards, Taxation, Costing, etc.
- Business Understanding
- Awareness of new amendments in Financial and Business Laws
- Ability to think and act with a strategic perspective
- Creative problem-solving skills
- Good communication/ negotiation skills
- Good work practices and discipline
- Ability to create a climate of innovation, mutual confidence and credibility and command respect.

Name of the position – **Assistant Manger – Finance**

- Eligibility criteria – **CMA with strong academic record and academic flexibility**
- **CTC p.a. – 12 Lakhs per annum**
- Job location – **Manpura (Baddi), Himachal Pradesh (Manufacturing Unit)**
- No. of vacancies (tentative) – **1**